

FY 2006 Request for Proposal

Comprehensive Guidance Program

Duration of Program:

July 1, 2005 to June 30, 2006

Available Funding:

Approximately \$6,570,510

Funding Procedure:

Funding appropriated by the Utah State Legislature for the continuation of the Comprehensive Guidance Program will be available to districts through this application process. The school districts will receive continued support from this funding source provided by the Utah State Legislature through the Utah State Board of Education based upon performance and adherence to the standards cited in **Utah State Board of Education Rule R277-462-3**. Disbursement criteria shall remain consistent with the enrollment allocations and priority for funding noted in **R277-462-3**.

Eligible Applicants:

Utah School Districts

Statement of Purpose:

Funds disbursed for this program shall be used by the district at the secondary schools in grades seven (7) through twelve (12) to provide guidance curriculum, individual planning, including SEOP conferences and processes for each student at the school, responsive services, and system support for the Comprehensive Guidance Program. Use of funds shall remain consistent with **Utah State Board of Education Rule R277-462-4**

Assurances:

Each secondary school desiring funding in a district will meet all of the criteria as currently contained in the **Utah State Board of Education Rule R277-462**. Each school shall:

- Submit a self-evaluation of the school's Comprehensive Guidance Program by completing the "CGP Performance Review: Connecting Program Improvement

and Student Learning” and returning such self-evaluation to USOE by June 15, 2006.

- Complete two data projects: “Guidance Activities Action Plan and Report” and “Closing the Gap Action Plan and Report” and return both to USOE by June 15, 2006.

Schools not yet approved for Comprehensive Guidance Program funds must pass an on-site review and return the “CGP Performance Review” to USOE before May 1, 2006 to be eligible for funds for the 2005-06 school year.

Application Procedure:

Complete the non-competitive district application form, listing all schools in the district which are eligible or which will be eligible for funds through the Comprehensive Guidance Program. Submit the proposal to the Utah State Office of Education not later than **May 20, 2005**

Send the completed form to:

Tom Sachse, Specialist
Secondary Comprehensive Guidance
Utah State Office of Education
250 East 500 South
PO Box 144200
Salt Lake City, UT 84114-4200

Application Review:

Proposals will be reviewed as soon as they are received and districts will be notified of funds awarded no later than ten (10) days after receipt of the proposal.

DISTRICT APPLICATION
Comprehensive Guidance Program

1. Applicant District: _____

District Address: _____

2. District CTE Director Name: _____

Address if different than above: _____

Work Phone: _____ Summer Phone: _____

Summer Address: _____

City: State: Zip: _____

3. District Counseling Director Name: _____

Address if different than above: _____

Work Phone: _____ Summer Phone: _____

Summer Address: _____

City: State: Zip: _____

- 4. List middle/junior high schools and high schools (grades 7 through 12) in the Comprehensive Guidance Program during the 2005-06 school year. Please designate new schools that are applying for funding.**

Name of School: _____

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- 5. List middle/junior high schools and high schools (grades 7 through 12) in the CGP Request for Proposal**

Comprehensive Guidance Program during the 2005-06 school year that are due for an interim review.

Name of School: _____

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6. Briefly describe proposed district plans for the format of the interim review for the above school(s). See assurances below for guidelines.

Assurances:

- All districts may qualify schools for the Comprehensive Guidance Program funds and shall certify in writing that all program standards are being met by each school receiving funds under this rule.
- Procedures for qualifying schools within a district receiving funds shall be provided by the USOE.
- Utah State Board of Education rule R277-463, Comprehensive Guidance, annotated 3.A., requires that:

(5) The school or school district Comprehensive Guidance Program shall be integrated into the mission of the school and be consistent with the Northwest Accreditation process as defined in R277-413, Accreditation of Secondary Schools, Alternative or Special Purpose Schools. School counselors shall provide evidence that the Comprehensive Guidance Program contributes to student achievement included in the local school improvement plan developed as part of the Northwest Accreditation process.

(6) Schools shall qualify to receive Comprehensive Guidance Program funds through participation in a regular schedule of on-site review by team members designated by the district. Scheduling of the on-site review process shall be coordinated with the Northwest Accreditation process for secondary schools as defined in R277-413 and shall, at a minimum, take place every three years. Successful on-site reviews of the Comprehensive Guidance Program shall indicate a balance of activities in individual student planning, guidance curriculum, responsive services and system support.

- Qualifying schools shall receive on-site review of the program every six years, aligned, as far as possible, with the timing of the Northwest Accreditation process, not to be delayed more than one year from existing schedules. The on-site review team shall consist of at least four (4) members from outside the district.
- Districts will provide an interim three-year review for each participating program. Format for these interim reviews shall be under the supervision of the local district, but such interim reviews should focus on the individual school data projects: “Guidance Activities Action Plan and Report” and “Closing the Gap Action Plan and Report,” and should allow programs opportunities for sharing results in a feeder system within the district, school to school within the district or school to school within an CTE region consistent with the proposed plan presented in this RFP.
- Consistent with existing schedules, the district shall submit to the USOE the “CGP Performance Review: Connecting Program Improvement and Student Learning” which has been completed by the Review Team, signed by the Team Chairperson and school district personnel as indicated on the form.
- The “CGP Performance Review” shall be received by the USOE not later than May 1st of each year for disbursement of funds the next year.
- New schools not yet approved must complete the on-site review and have the forms submitted by May 1st of each year to be considered for disbursement of funds.
- All funds will be utilized to meet the purposes of the Comprehensive Guidance program. The district will utilize the full allocation of funds for a school to hire personnel, purchase career center equipment and materials, support in-service training activities necessary to the Comprehensive Guidance Program, purchase guidance curriculum material, and fund extended day or year as required to run the program as adopted by the State Board of Education.
- Each school applying for funding will complete an annual self-evaluation of their Comprehensive Guidance Program by completing the “CGP Performance Review: Connecting Program Improvement and Student Learning” and submitting the review to USOE by June 15, 2006. If a school’s program has completed an on-site review during the 2005-06 and have submitted a “CGP Performance Review” completed by the reviewing committee to USOE by May 1, 2006 this requirement shall be considered complete.
- Complete two data projects: “Guidance Activities Action Plan and Report” and “Closing the Gap Action Plan and Report” and return both to USOE by June 15, 2006.

Signed:

District CTE Director: _____ Date: _____

District Student Services
or Counseling Director: _____ Date: _____